

# VACANCY NOTICE

CS-376  
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Administrator II (MHRH)	CLASSIFICATION CODE: 02509300
	SALARY RANGE: \$74974- \$85034 Grade 138A	REFERENCE POSITION NO.: 1060-10000-91
	Department or Agency Name BHDDH	APPLICATION PERIOD: 6/4/13 to 6/10/13
	Division/Section/Unit Behavioral Healthcare Svcs.	GRACE PERIOD ENDS 6/13/13 at 4:00 PM
	Assignment(s) / Comments	
	Shift and Days: 1st Shift, Monday - Friday	Job Location: CRANSTON
	Restrictions/Limitations: None	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <b>X</b> _____	
	Name of Bargaining Unit Union: N/A	
	There is* _____ is not <b>X</b> _____ a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
This position is the supervisory position for the Department's RESEARCH, DATA EVALUATION & COMPLIANCE unit. Duties include the collection of all client data, outcomes data, performance measures and program monitoring and compliance data for all of our federal and state reporting requirements. In addition, this unit provides research and data necessary for grant submissions and policy changes. The unit also provides IT programming to collect this data and outcomes.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
<u>Education:</u> Such as may have been gained through: possession of a Bachelor's Degree in Public Administration, Management, Health Administration, or in the specifically assigned area of organizational or program responsibility, supplemented by advanced training or education in a relevant field; and		
<u>Experience:</u> Such as may have been gained through: employment in a management capacity (line/direct service or staff support) in a health care environmental.		
<u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience.		
Where to Apply	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p> <p>Amanda Richards OHHS Human Resources Service Center Benjamin Rush Bldg., #55 55 Howard Avenue Cranston, RI 02920</p> <p><b>PLEASE US MAIL ONLY</b> Email and faxed bids will not be accepted</p> <p>TTY/TDD #: 711 (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER